

Source Selection Memorandum

1. Award - EP-W-08-036
2. Solicitation #: PR-HQ-08-10150

Date Issued: December 21, 2007

Date Closed: January 29, 2008

3. Background:

This Office of Emergency Management (OEM) requirement consolidates Office of Solid Waste and Emergency Response (OSWER) emergency prevention, preparedness, and response duties by joining together the previous Oil Program Center, Emergency Response and Removal Center and the Chemical Emergency Preparedness and Prevention Office.

To ensure that this Nation is better prepared for environmental emergencies, OEM works with other EPA partners, Federal agencies, state and local response agencies, industry and other related stakeholders to prevent accidents as well as maintain superior response capabilities. OEM's overall mission is to provide national leadership to prevent, prepare for, and respond to health and environmental emergencies. This is facilitated through partnerships, joint strategy development, technology development and deployment, training and exercises and development and implementation of relevant regulations and policies.

This resultant award will be a consolidation of Contract No. 68-W-02-070 with Systems Research and Applications Corp. (SRA) and Contract No. 68-W-03-020 with ABT Associates, Inc. This requirement will be replacing a Chemical Emergency Preparedness and Prevention Program Support contract, and an Oil Program Support contract, which are now being managed out of a reorganized OSWER Office of Emergency Management.

4. Brief Description of Work:

The purpose of this Regulation, Evaluation and Technical support contract is to obtain technical and regulatory development services to support the Environmental Protection Agency (EPA) in developing and implementing prevention programs to reduce the risk of discharging releases of oil and releases of hazardous substances to the environment and building preparedness capacity for oil and hazardous substances emergencies and responding to emergency events and discharges of oil and releases of hazardous materials.

The following tasks are representative of such work to be performed under this contract.

- Task 1: Technical/Analytical Support
- Task 2: Regulatory Support

Task 3: Conference & Meeting Support
Task 4: Training Support
Task 5: Communications & Outreach Support
Task 6: Program Evaluation Support
Task 7: Management Systems & Planning Support

5. Proposed Type of Contract:

One (1) Cost Plus Fixed Fee (CPFF) Award contract with Work Assignment ordering. Two-year base period with three one-year optional periods are coupled with Performance Based Award-term incentive periods of four (4) 6-month award terms. The award has a potential contract length of 7 years.

6. Period of Performance

| | |
|---------------------|--------------------------------|
| Base Period | May 5, 2008 – May 4, 2010 |
| Option Period I | May 5, 2010 – May 4, 2011 |
| Option Period II | May 5, 2011 – May 4, 2012 |
| Option Period III | May 5, 2012 – May 4, 2013 |
| Award Term Period 1 | May 5, 2013 – November 4, 2013 |
| Award Term Period 2 | November 5, 2013 – May 4, 2014 |
| Award Term Period 3 | May 5, 2014 – November 4, 2014 |
| Award Term Period 4 | November 5, 2014 – May 4, 2015 |

7. Public Notification

The solicitation and subsequent amendments were posted on the EPA website and the Federal Business Opportunity page beginning on December 21, 2007.

<http://www.epa.gov/oamsrpod/hcsc/hq0810150/index.htm>

<http://www1.fbo.gov/spg/EPA/OAM/HQ/PR%2DHO%2D08%2D10150/listing.html>

Solicitation review was completed by Office of General Counsel Legal Counsel advisor, on December 20, 2007.

Amendment 0001 – Posted on January 8, 2008 – Provided responses to technical questions that were due by January 3, 2008, extended the deadline for the submission of technical questions to January 14, 2008, and made changes to items in sections: B, H, J, L, and M.

Amendment 0002 - Posted January 17, 2008 – Provided responses to technical questions that were due by January 14, 2008, and made changes to items in sections: H, I, and L.

8. Procurement Set-aside:

No Set-Aside was proposed for this procurement, based upon the business size of the two current contract-holders. This requirement was competed by a Full and Open method with a concurrence by the Office of Small and Disadvantaged Business Utilization (OSDBU).

9. Number of Firms Responding: Four (4)

Reference Attachment 1 for list of firms responding to solicitation. All proposal submissions were received by large businesses. No proposals were received by small business concerns.

10. Late Proposals and Disposition

Proposals were due by Tuesday, January 29, 2007 at 3:00pm, Eastern Standard Time. No proposals were received after the due date.

11. Initial Proposal Review and the Technical Evaluation Panel

All 4 proposals received went through an initial comprehensive examination by the Contracting Officer and the Contracting Specialist to determine if the proposals were responsive. Each proposal was individually reviewed to make sure it included the required information that was requested in the solicitation. Then the firm was evaluated for their Representations & Certifications, North American Industry Classification System (NAICS) code, and Central Contractor Registration (CCR). All proposals were deemed compliant. These four (4) proposals were distributed to the Technical Evaluation Panel (TEP) for evaluation. The kick-off evaluation meeting was held on Wednesday, January 30, 2008 where the Contracting Officer charged the TEP.

The Technical Evaluation Panel consisted of the following members from the Office of Solid Waste and Emergency Response (OSWER), Office of Emergency Management (OEM):

TEP Chair
TEP Member
TEP Member
TEP Member
TEP Member

(b)(5)

12. Evaluation Criteria Scoring

The evaluation criteria scoring was conducted using adjectival ratings as outlined in Section M.5 of the solicitation. These ratings are listed in Attachment 2.

13. Technical Evaluation Consensus Meeting

All 4 proposals were evaluated by the Technical Evaluation Panel (TEP). The TEP met on February 14, 2008. The Contracting Officer and Contracting Specialist were in attendance. The results of the Technical Evaluation Consensus meeting are included in Attachment 3. The TEP and the CO concluded that a reasonable position was to recommend that [REDACTED]

(b)(4), (b)(5)

(b)(4), (b)(5)

14. Establishment of the Competitive Range:

Systems Research and Applications (SRA) International, Inc. [REDACTED] were the only [REDACTED] proposals accepted into the competitive range based upon evaluation of their proposals by the Technical Evaluation Panel and concurrence of the Contracting Officer.

Technical evaluation scoring [REDACTED]

(b)(4), (b)(5)

(b)(4), (b)(5)

The following table represents the scoring and pricing of the [REDACTED] proposals not accepted into the competitive range.

| | | |
|--|--|--------|
| I m p o r t a n c e | Proposed Work Plan to Sample Work Assignment | (b)(4) |
| | Technical Approach to Sample Work Assignment | |
| | Management Plan | |
| | Key Personnel | |
| | Corporate Experience | |
| | Past Performance | |
| | Small Business Utilization | |
| | Quality Assurance Plan (P/F) | |
| | Price | |

15. Notifications to Non-Competitive Range Offerors

Outside the Competitive range notifications were sent (b)(4), (b)(5)

(b)(4), (b)(5)

16. Oral Presentations

Notifications for oral presentations were distributed eight days before each of the companies established presentation times. Oral Presentations were conducted on March 13, 2008 for Systems Research and Applications (SRA) International, Inc. from 9:00 to 12:00 and on

(b)(4), (b)(5)

. The order of the presentations was randomly determined after the competitive range was determined. (b)(5)

(b)(5)

Section M.3 of the solicitation states: *"The Government reserves the right to adjust the rating given to any of the Written Technical Proposal evaluation criteria 3-7 as a result of information or clarification obtained through the offeror's Oral Presentation or discussions."*

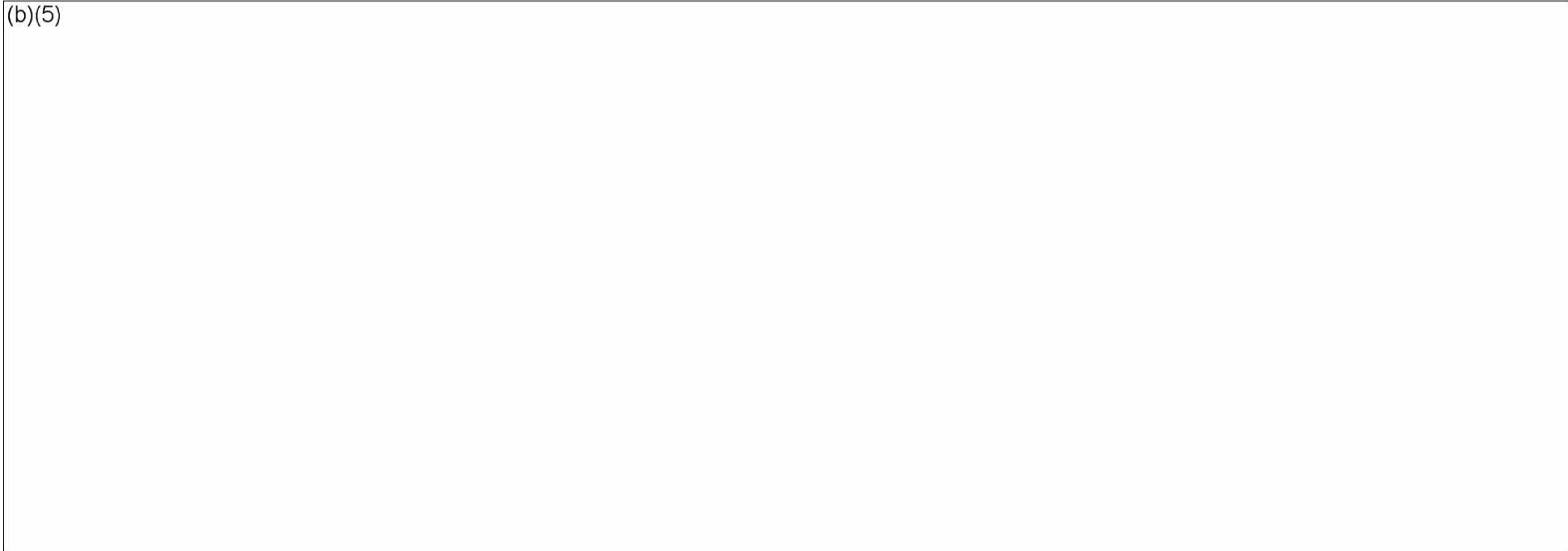
(b)(5)

17. Exchanges with Offerors

Section L.2 (f)(4) of the solicitation states: *"The Government intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint."* The

(b)(5)


(b)(5)



18. Technical Evaluation Report

The Final Technical Evaluation report was submitted to the Contracting Officer on March 25, 2008 and is included as Attachment 3.

(b)(5)



| | | | | |
|--------------------------|--|---------------|-------------------|-------------------|
| Order of Importance ↓ | | (b)(4),(b)(5) | SRA International | |
| | Proposed Work Plan to Sample Work Assignment | (b)(4),(b)(5) | Written Proposal | Oral Presentation |
| | Technical Approach to Sample Work Assignment | | (b)(4),(b)(5) | |
| | Management Plan | | | |
| | Responses to Questions | | | |
| | Key Personnel | | | |
| | Corporate Experience | | | |
| | Past Performance | | | |
| | Sm. Business Utilization | | | |
| | Quality Assurance Plan | | | Pass |

19. Cost Analysis

A Request for Cost Analysis (EPA Form 1900-7) was submitted to the OAM/SRRPOD/ Immediate Office on January 29, 2008. The cost advisory report was provided to the CO on April 17, 2008 (provided as Attachment 5). All cost proposals were accepted as submitted and found to be without errors in the form of mathematical or proposed rates.

| | | | | |
|--------------------------------|--|------------------------|--|------------------------|
| (b)(4) | | | | |
| | | | | |
| SRA International, Inc. | | <u>Proposed</u> | | <u>Accepted</u> |
| Total Cost | | \$ (b)(4) | | <u>\$52,422,781</u> |
| Fixed Fee ((b)(4) %) | | | | |
| Total | | \$ | | |
| | | | | |

(b)(4), (b)(5)

The Independent Government Cost Estimate (IGCE) for this requirement was expected to be

(b)(5)

Section M.2 of the solicitation stated: "... *the Government will also evaluate proposals to determine contract cost or price realism.*" The cost analysis that was completed, was

(b)(5)

20. Determination of Cost Reasonableness

Due to the number of responses, adequate cost competition has been achieved. All cost proposals were found to be compliant with the Request For Proposal (RFP). It has been

(b)(5)

Indirect Rates

(b)(4), (b)(5)

Regulation, Evaluation and Technical Support for OEM
EPA Contract EP-W-08-036

| <u>Cost Center</u> | <u>Proposed/ Accepted Rate</u> | <u>Type</u> | <u>Basis of Allocation</u> |
|--------------------|------------------------------------|-------------|----------------------------|
| (b)(4) | | | |

SRA proposed indirect rates as approved by September 10, 2007. The Defense Contract Audit Agency (DCAA) has reviewed and accepted SRA's practice to blend indirect rates for the contract period of performance. The indirect rates for Systems Research and Applications Corporation are as follows:

| <u>Cost Center</u> | <u>Proposed/ Accepted Rate</u> | <u>Type</u> | <u>Basis of Allocation</u> |
|--------------------|------------------------------------|-------------|----------------------------|
| (b)(4) | | | |

Labor Hours

| | | | |
|----------------|--|--|--|
| (b)(4), (b)(5) | | | |
|----------------|--|--|--|

Other Direct Costs

All prospective contractors proposed other direct costs (b)(4), (b)(5) in accordance with section B.5 of the RFP specifications.

Fixed Fee

(b)(4), (b)(5)

Subcontractors

(b)(4)

SRA International proposed

(b)(4)

(b)(4)

21. Basis for Selection

As stated in the solicitation, all evaluation factors other than cost or price when combined were significantly more important than cost or price. The determination of an award decision shall be based on the offeror(s) that provide the Best Value to the Government, cost and non-cost factors considered.

(b)(5)

(b)(5)

(b)(5)

No other proposals received at lower price or cost possessed the technical performance potential of the selected awardee.

It has been recommended by the Technical Evaluation Panel and concurred by the Contracting Officer that Systems Research and Applications (SRA) International offers the greatest opportunity for overall contract success based on their evaluations for the initial written proposals and Oral Presentations.

22. Source Selection Authority

In accordance with EPAAR Subpart 1515.303-Responsibilities, the Source Selection Authority (SSA) for acquisitions having a potential value of \$25,000,000 or more shall be the Service Center Manager (SCM). This authority is one level above the Contracting Officer.

Prepared and Submitted by:

Name: Christopher Nolte

Title: Contracting Officer and Team Leader

Signature:  Date: May 1, 2008

Reviewed and Approved by:

Name: Robert Krumhansl

Title: Service Center Manager and Source Selection Authority

Signature:  Date: 5/1/08